DGS-550- 1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES **Records Management Division**

SCHEDULE 1412

PAGE

NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND SYSTEM UNIVERSITY OF BALTIMORE PERSONNEL AGENCY DIVISION Item Description Retention No. 1 PAYROLL REPORTS regular and contractual employee payroll retain for 3 years or report of wages, accounts charged, sources until audited, then of wages, (i.e. shift, OT) destroy 2 INTERIM PAYROLL REPORTS biweekly-to-date error reports, accounting screen weekly, retain for feeds, test reports one year, then destroy

Schedule Approved by Department, Agency, or Division Representative

H. Mebane Turner

ML_President Dec. 11, 91X

Date

Schodule Authorized by Hell of Records Commission

152 Elia

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 150-1) 1. DEPARTMENT/AGENCY	RECORDS MANAG 7278 WAT P.O.	GENERAL SERVICES EMENT DIVISION ERLOO ROAD BOX 278 RYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 of 2
UNIVERSITY OF MARYLAND SYSTEM	UNIVERSITY O		3. UNIT PERSONNEL
DEFINITION-RECORD SERIES - A GROUP REFEREN	OF RELATED RECOI CE AS WELL AS RE	rds normally file Tention and dispo	D AND USED AS A UNIT FOR SITION PURPOSES
4. RECORD SERIES TITLE PAYROLL REPORTS	•		5. EARLIEST YEAR/LATEST YEAR 1987 TO 1991
This series contains regul accounts charged and source calender year-to-date and	ar and contract	ual employee pay	It documents biweekly,
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE MICROFILM 1 LEGAL SIZE COMPUTER TAPE 1 BOUND BOOK FLOPPY DISK 1 AUDIO TAPE VIDEO TAPE XX OTHER(SPECIFY) Computer printout	** RECORD SERIES SEQUENCE *** ALPHABETICAL *** CHRONOLOGICAL *** CHRONOLOGICAL *** GEOGRAPHICAL *** OTHER (SPECIFY)		9. VOLUME 50.0 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) COMPUTER DIAMER 10. ANNUAL ACCUMULATION OFILE DRAWER(S) OMICROFILM REEL(S)
11. FILE IS USED DAILY XX WEEKLY	- MONTHLY	12. FILE BECOME	HUMBER CONFUTER TAPE(S) COMPUTER GOTHER(SPECIFY) binds S INACTIVE AFTER MONTH(S) XX YEAR(S)
AC 1st F1. Room 112 & CH Basement RM. 54		14. IS RÉCORD S	ERIES DUPLICATED ELSEWHERE? ECIPY ASENCY OR OFFICE)
(IP YES, CITE LAW(S) & REGULAT		16. AUDIT REQUI	REMENTS ATE D FEDERAL XX INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN DRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) XXYES D NO Indexed by pay-period and fiscal year.		Retain for 3 years or until audited, then destroy.	
Douglas Prevosto, Coordinator	20. TELEPHONE 1 (410)625-3		21. DATE 12/10/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	RECORDS MANAGEMENT DIVISION D 7278 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 2 of 2	
1. DEPARTMENT/AGENCY UNIVERSITY MARYLAND SYSTEM	2. DIVISION UNIVERSITY (OF BALTIMORE	3. UNIT PERSONNEL	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DE NORMALLY FILE	D AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	ER AS WELL AS RET	ENTION AND DISPO	S. EARLIEST YEAR/LATEST YEAR	
INTERIM PAYROLL REPORTS			1990 TO 1991	
This series contains biwee reports. It documents cur employees.	rent payroll sta	atistics for reg	ular and contractual	
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE 1 MICROFILM 1 LEGAL SIZE 1 COMPUTER TAPE 1 BOUND BOOK 1 FLOPPY DISK 1 AUDIO TAPE 1 VIDEO TAPE	I. RECORD SERIES SEQUENCE C. ALPHABETICAL II. NUMERICAL III. CHRONOLOGICAL III. GEOGRAPHICAL III. OTHER(SPECIFY)		D FILE DRAYER(S) 15'0 COMPUTER TAPE(S) COMPUTER TAPE(S)	
computer printouts			D FILE DRAWER(S) 15.0 D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) Computer D OTHER(SPECIFY) binde	
DAILY XX WEEKLY	D MONTHLY	12. FILE BECOMES INACTIVE AFTER D MONTH(\$) Q YEAR(\$)		
AC 1st Floor Room 112		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY ASENCY OR OFFICE) D YES XQ NO		
15. ACCESS RESTRICTIONS Q YES ONO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
Right to Privacy Act		TXNONE O STATE O PEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (1F BRIEFLY AND DESCRIBE ANY HA	_	18. RECOMMENDE	PETENTION	
. A YES D NO Indexed by pay period		Screen weekly, retain for one year then destroy.		
19. NAME AND TITLE OF PREPARER Business Systems	20. TELEPHONE NUMBER		21. DATE	
Douglas Prevosto, Coordinator (410)625-3406 12/10/91 DGS \$50-4 (REVISED 2/87)				